U.S. GOVERNMENT

PURCHASE ORDER-INVOICE-VOUCHER

Anyone who finds this booklet, please notify:

SAMPLE ONLY

TELEPHONE NUMBER:

INSTRUCTIONS

(This form is for official Government use only)

1. Filling in the Form

- (a) All copies of the form must be legible. To insure legibility, indelible pencil or ball-point pen should be used. SELLER'S NAME AND ADDRESS MUST BE PRINTED.
- (b) Items ordered will be individually listed. General descriptions such as "hardware" are not acceptable. Show discount terms.
- (c)Enter project reference or other identifying description in space captioned "PURPOSE." Also, enter proper accounting information, if known.

2. Distributing Copies

Copy No. 1 -- Give to seller. It is for his use as the invoice or as an attachment to his commercial invoice.

Copy No. 2 -- Give to seller for his record of the order A P E O L Y

Copy No. 3 --

- (1) On over-the-countertransactions where delivery has been made, complete receiving report section and forward this copy to the proper administrative office.
- (2) On other than completed over-the-counter transactions, forward this copy to location specified for delivery. (Upon deliver, receiving report section is to be completed and this copy then forwarded to the proper administrative office.)
- Copy 4 -- Retain in the book, unless otherwise instructed.

3. When Paying Cash at Time of Purchase

- (a) Enter the amount of cash paid and obtain seller's signature in the space provided in the Seller section of Copy No. 1. If seller prefers to provide a commercial cash receipt, attach it to Copy No. 1 and check the "paid in cash" block at the bottom of the form.
- (b) Distribution of copies when payment is by cash is the same as described above, except that Copy No. 1 is retained by Government representative when cash payment is made. Copy No. 1 is used thereafter in accordance with agency instructions pertaining to handling receipts for cash payments.

PURCHASE ORDER-INVOICE-VOUCHER			
DATE OF ORDER	ORDER NO.		
PRINT NAME AND ADDRESS OF SELLER	R (Number, Street, City, and State) *		
PAYEE			
FURNISH SUPPLIES OR SERVICES TO (A	Vame and address) *		
	· · · · · · · · · · · · · · · · · · ·		
SUPPLIES OR SERVICES	QUANTITY UNIT PRICE AMOUNT		
SAMPLE	ONLY		
AGENCY NAME AND BILLING ADDRESS	*		
	TOTAL DISCOUNT TERMS		
PAYEE	% DAYS		
_	DATE INVOICE RECEIVED		
ORDERED BY (Signature and title)			
PURPOSE AND ACCOUNTING DATA			
PURCHASER - To sign below for	over-the-counter delivery of items		
RECEIVED BY			
TITLE	DATE		
SELLER - Please read	instructions on Copy 2		
PAYMENT \$	PAYMENT \$ REQUESTED \$		
	NEED BE SUBMITTED		
SELLER BY	DATE		
(Signature)			
I certify that this account is correct and proper for payment in the amount of	DIFFERENCES		
\$	ACCOUNT VERIFIED:		
	CORRECT FORBY		
(Authorized certifying officer) PAID BY CASH DATE PAID	VOUCHER NO.		
OR DATE TAIL			
(Check No.)			
* PLEASE INCLUDE 1. SELLER'S INV	OICE STANDARD FORM 44a (Rev. 10-83)		

PLEASE INCLUDE 1. SELLER'S INVOICE STANDARD FORM 44a (Rev. 10-83) PRESCRIBED BY GSA, (See Instructions on Copy 2) FAR (48 CFR) 53.213(c)

PURCHASE ORDER	R-INVOICE-	VOUCH	ER
DATE OF ORDER	ORDER NO.		
PRINT NAME AND ADDRESS OF SELLE	R <i>(Number, Stree</i>	et, City, and	' State) *
Ш			
РАУЕЕ			
FURNISH SUPPLIES OR SERVICES TO	(Name and addres	ss) *	
SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
SAMPLE	- ON	LY	
AGENCY NAME AND BILLING ADDRES	S*	TOTAL	
		DISCOUNT	
PAYEE		DATE INVOI	DAYS CE RECEIVED
ORDERED BY (Signature and title)			
ONDERED BY (Signature and title)			
PURPOSE AND ACCOUNTING DATA			
PURCHASER - To sign below for	r over-the-count	er deliver	y of items
RECEIVED BY			
TITLE		DATE	
SELLER - Please read	l instructions o	n Copy 2	
PAYMENT \$	PAYMENT REQUESTED	\$	
NO FURTHER INVOICE		UBMITTE	D
SELLER		DATE	
BY			
INSTRUCTIONS TO SELLER			

After satisfactory identification of the Government representative presenting this purchase order, verify the itemization, including quantity, unit price, amount, total and discount sections.

This form is so designed that Copy 1 may be used as a cash payment receipt or as your invoice by completing, as appropriate, either the Payment Received or Payment Request blocks and signing the Seller Section.

If you would rather submit your own invoice, DO NOT SIGN COPY 1, but attach it unsigned to your invoice to expedite verification and processing for payment

2. SELLER'S COPY OF ORDER

STANDARD FORM 44b (Rev. 10-83)
PRESCRIBED BY GSA,
FAR (48 CFR) 53.213(c)

PURCHASE ORDER	R-INVO	CE-	vouch	ER
DATE OF ORDER	ORDER NO	Ο.		
PRINT NAME AND ADDRESS OF SELLI	 ER <i>(Number</i>	, Stree	et, City, and	I State) *
PAYEE				
FURNISH SUPPLIES OR SERVICES TO	(Name and	addres	ss) *	
SUPPLIES OR SERVICES	QUA	ANTITY	UNIT PRICE	AMOUNT
SAMPLE	0	H	LY	
AGENCY NAME AND BILLING ADDRESS	SS*			
			DISCOUNT	TERMS
PAYEE				DAYS
			DATE INVOI	CE RECEIVED
ORDERED BY (Signature and title)			•	
PURPOSE AND ACCOUNTING DATA				
TOTAL COLL PART PROCESSIVING BATTA				
PURCHASER - To sign below for RECEIVED BY	or over-the	-count	er deliver	y of items
TITLE			DATE	
SELLER - Please read	d instructio	ons o	n Copy 2	
PAYMENT \$		ESTED	\$ URMITTE	
SELLER	, , , , , , , , , , , , , , , , , , , ,		DATE	
BY		-		
(Signature)	DIFFEREN	CES	1	
		-		
	ACCOUNT			
	DV.	C	ORRECT FOR	
	BY			

PURCHASE ORDER	-INVOICE-\	/OUCH	ER
DATE OF ORDER	ORDER NO.		
PRINT NAME AND ADDRESS OF SELLE	R (Number, Stree	t, City, and	' State) *
PAYEE			
FURNISH SUPPLIES OR SERVICES TO	(Name and addres	s) *	
SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
SAMPLE	ON	LY	
AGENCY NAME AND BILLING ADDRESS	S*	TOTAL	
		DISCOUNT	
PAYEE		DATE INVO	DAYS CE RECEIVED
ORDERED BY (Signature and title)			
UNDERED BY (Signature and title)			
PURPOSE AND ACCOUNTING DATA			
PURCHASER - To sign below for	r over-the-count	er deliver	y of items
RECEIVED BY			
TITLE		DATE	
SELLER - Please read	instructions of	1 Copy 2	
PAYMENT S	PAYMENT	\$	
NO FURTHER INVOIC	REGUESTED		<u>D</u>
SELLER SELLER		DATE	
BY			
REMARKS		l	

RECORD OF PURCHASES

RECORD OF PURCHASES					
ORDER NO.	NAME OF SELLER	DATE OF PURCHASE	AMOUNT		
	A NADLE C				
5/	AMPLE C	NUL Y			